

# Keynote

Getting Started--and More!

# Getting Started

- Launch Keynote
  - from dock or Applications menu
    - can drag icon from Applications menu to dock
- Select Theme
  - should enhance your presentation
  - can be changed later by clicking on Themes button in toolbar

# Title Slide

- Opening slide
- Should contain title, subtitle
- Click New button in toolbar for new slide

# Content Slides

- By default, contain a title and bulleted list
- May change by clicking on Masters button in toolbar
- Double-click and type content
  - Return to start a new line
  - Tab to indent (demote)
  - Shift-Tab to move back to left (promote)
- Add a new slide by clicking on New button in toolbar

# Views

- Change by clicking on View button in toolbar
- Navigator--slides in thumbnail on left, large slide on right
- Outline--text outline on left, large slide on right
- Slide only--view only slide
- Light Table--see all slides in thumbnail in order

# Text

- Avoid overcrowding slides
- Avoid sentences and paragraphs on slides
- Follow the “7 and 7” Rule
  - seven words per line
  - seven lines per slide

# Fonts

- Choose easy-to-read fonts
  - Fonts with serif lead eyes through text
  - Sans-serif fonts are clean-looking
- Remember your audience and tone of presentation
- Select text already typed
  - Click on Fonts button in toolbar or go to Format, Font



# Shapes

- Add emphasis to slides with drawn shapes
- Click on Shapes button in toolbar
  - Point and click to shape needed
  - Click on to select; resize, move as needed
  - Click on Colors button in toolbar; select color, drag and drop on drawn shape
- Double click on shape to type text

# Tables

- Click on Table button in toolbar to insert
- May change number of rows/columns
- Click on cell to type
- Use Tab key to move to next cell

Period	Class	Teacher
1	Math	Sollman
2	English	Kemp
3	Physics	Korb
4	Spanish	Majewski

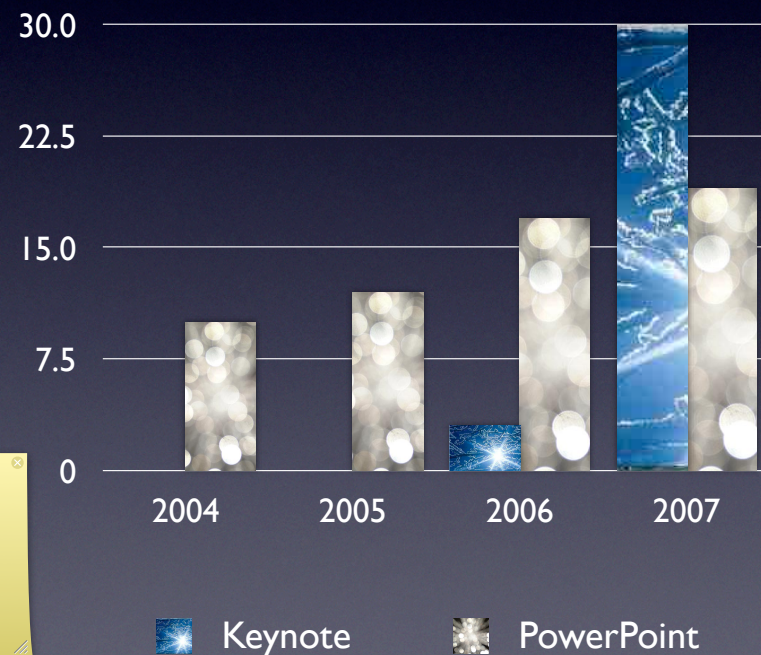
- Adjust column widths by clicking on lines, dragging

# Charts

- Click on Chart button in toolbar
- Adjust data in Chart Data editor
- Add/change details in Chart inspector

Used Image fill for this chart

Projected Keynote Users



# Comment

- Click on comment button on toolbar
- Adds “Post-It” to slide
- Type reminders, etc.
- Comments do not show during slide show

# Text Animation

- Click on Build button in Inspector
- Build In--text in on slide
- Build Out--text leaves slide
- choose Effect, direction (if applicable)
- Delivery--all at once, one at a time, etc.
- More Options--allows you to rearrange Build Order

# Slide Transition

- How slides appear on screen
- Click on Slide button in Inspector; click Transition
- Choose Effect, direction if applicable
- Start Transition (on click or automatically, delay)

# Slide Numbers

- To add numbers to slides
  - Open Inspector
    - click on Slide button
    - click on Appearance
    - “check-mark” slide number

# Slide Show

- Click Play button in toolbar to start slide show
- Press Esc to quit slide show at any time